



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Agency Services Representative 3 [Classified Competitive]</b>			Salary <b>A14 \$37,767.75-\$52,973.07</b>
Posting Number <b>123-16</b>	Position Number <b>942961</b>	Number of Positions <b>1</b>	Posting Period * From: <b>9/12/16</b> To: <b>9/26/16</b>
Location: <b>Division of HIV, STD and TB Services 50 East State Street - 3<sup>rd</sup> Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Required to comprehend, remember and carry out oral and written directions. Greet clients and general public and answer STD-related inquiries. Ability to interact with the public and others in a courteous, timely and efficient manner. Ability to listen effectively to client's problems, provide information or directions and resolve issues. Ability to perform work in high stress situations. Performs complex and/ or sensitive technical duties involving the review, processing, data entering or recording and issuance of documents in accordance with the New Jersey Department of Health laws, regulations, policies and procedure. Prepares correspondences and reports in response to request for STD related providers site visits. Maintains databases and reports as necessary to track STD providers reporting. Maintain essential records and files. Ability to learn to utilize various types of electronic and manual recording, and information systems used by the agency, office, or related elements. Ability to answer questions, effectively explain STD program services, review forms for completeness and accuracy, provide detailed instruction and direction and resolve complex and or sensitive issues and problems.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Three (3) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Dawn Costello, Executive Assistant 2 HIV, STD and TB Services Reference Posting #123-16 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTHIVAIDS@doh.nj.gov</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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